

**BY ORDER OF THE SECRETARY OF THE
AIR FORCE**

AIR FORCE MANUAL 34-134

14 APRIL 1995

Services



**AIR FORCE SKILLS DEVELOPMENT
PROGRAM OPERATIONS**

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This manual supplements AFI 34-111, *Air Force Skills Development Program*, by providing specific guidance and restrictions, and detailed procedures for the operation of a multi-faceted fine arts, crafts, industrial arts, wood, and auto skills and repair services offered within the mission of Air Force Services.

Chapter 1

PURPOSE OF PROGRAM

1.1. Program Objectives:

1.1.1. Skills Development is an instructional program directed toward the recreational, vocational, and educational needs of authorized users to provide sufficient knowledge to pursue constructive and creative hobbies and increase competence in fine arts, crafts, and industrial arts.

1.1.2. Instruction should stimulate new interest and provide students with sufficient basic skills and knowledge to participate with minimum supervision and safely in a hobby activity.

1.1.3. The program is generally designed to be self-supporting from a combination of appropriated and nonappropriated funds. See *AFI 65-106, Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities* for funding policy.

1.2. Operation of Program:

1.2.1. This manual provides procedures for the operation, use of facilities, support, and control of instructional classes in the center.

1.2.2. Activity managers develop operating instructions (OI) and operational checklists for each major functional area within the center (i.e., auto skills, wood skills, multi-crafts, etc.).

1.2.3. The checklists include, but are not limited to, the following:

- Director's program checklist
- Opening/closing procedures
- Cash control/safeguarding
- Safety and fire procedures/requirements
- Applicable local operating procedures
- Environmental compliance

1.2.4. Referral systems. Support customers' skills development pursuits even when it's not possible to directly provide the program or service. There are four areas which should be addressed through referrals:

- Information. Skills Development enthusiasts are always interested to know more about their favorite activity. Keep them enthused by setting aside an area in the facility that has videos, books, catalogs, and newsletters devoted to their interests.
- Interest groups. Refer customers to individuals and local groups that share their interests. A bulletin board should be available for local activities.
- External suppliers or programs, services, or equipment. Since it is not possible to provide everything customers may want, help them find who can. (This will also help establish good relations with local merchants.) For example, your program does not include stained glass, help customers locate who does.

- Locations and destinations. Many customers already know what they want to do but need help finding out where to go in the local area. Provide a source of maps, brochures, or city guides.

In the event the Skills Development Center recommends customers for outside services, supplies or equipment it should be understood that no endorsements either by the Skills Development Center, base, or Air Force are implied.

1.3. Instructional Program:

1.3.1. Classes are a primary component of a successful year-round program and require extensive planning. Classes are scheduled for various purposes to include: seasonal/holiday requirements, popularity, skill application and progression, advanced/introductory needs, and the promotion of new/innovative skills. Knowing and satisfying the base community interests is directly related to an effective and varied instructional program.

1.3.2. Disseminating publicity and promotional materials requires a complete marketing plan. All publicity (handbills, posters, base bulletin announcements, etc.) should inform the public that skills development class brochures are available at the skills development center and other Services activities.

1.3.3. As a convenience, class supplies should be available to customers in the sales store. If supplies are not available in the sales store, a list of suppliers should be furnished to the customer.

1.3.4. Instructional classes directly impact the overall use of the facility and expose customers to other programs within the skills development center.

1.4. Course Selection and Operation:

1.4.1. Determine the need for a course based on known needs, base-wide surveys, and customer interest inquiries.

1.4.2. Schedule courses during other than peak customer self-directed periods.

1.4.3. Designate classroom areas for instructional programs.

1.4.4. The class instructor accounts for the use and safeguarding of all property assigned to the classroom areas for an instructional session. Instructors will report missing property promptly to the skills development director.

1.4.5. Instructors may present certificates of accomplishment to students for all skills development classes.

1.4.6. Classes should be offered in as many areas as possible based on customer interests and Skills Development Center ability to provide qualified instructors.

1.5. Contests. Conduct contests to encourage and promote the creativity and development of skills of an individual. Contests allow the beginner, amateur, and experienced artist or craftsman an outlet for self-expression and recognition. They also encourage diversified programming of classes, demonstrations, and lectures on technical processes within the skills development program. Original works contribute to a broader understanding and appreciation of the arts in the military community through exhibits.

Chapter 2

PROGRAMS

2.1. Program Planning:

2.1.1. Develop an annual program schedule publicizing classes, workshops, contests, crafts fairs, and submit this program schedule through the flight chief for the squadron commander's approval. Structure the program to meet CORPORATE STANDARDS targets.

2.1.2. Evaluate all replies from student class evaluations and ensure customer complaints/comments are corrected or answered.

2.1.3. Establish an annual marketing and publicity plan for the selected courses to include presentations at a variety of outreach sources such as the daily bulletin, base newspaper, posters, bulletin boards, and through other media.

2.1.4. Announce a registration period to prospective students to allow sufficient time for advance payment of course fees.

2.1.5. Administer informal customer leisure needs surveys periodically to gather information to improve and enhance the instructional program.

2.1.6. Include work center personnel in the planning process.

2.1.7. Review input for mixture of classes, contests, demonstrations, and art fairs for a well-rounded program.

2.2. General Rules for Program:

- Prominently post rules for operation of each shop
- Inform customers about their liability for negligent use of tools/equipment
- Inform customers that safety rules are the priority and loss of privileges could result from non-compliance
- Establish a policy for incomplete/abandoned projects and their disposition
- Ensure customers are aware of all safety and fire prevention requirements
- Handle smoking IAW the installation smoking policy
- Prohibit intoxicants
- Explain housekeeping requirements for areas used to all customers
- Handle fire, theft, or damage to projects in accordance with local Operating Instruction (OI)

2.3. Financial Planning:

2.3.1. The skills development director recommends fees and charges to operate on a break-even basis for approval by the installation commander.

2.3.2. Instructional (classes, individual, demonstrations, etc.) rates will be established to off-set all direct NAF costs, such as personnel expenses, supplies and instructor fees.

2.3.3. A maximum number of students will be established based on the instructor/facility capacity.

2.3.4. A refund will be made to all students if fees are collected and the course is canceled due to insufficient enrollment. Refund policy for students will be established and posted in the skills development center.

2.3.5. Through the facilities of the sales store, starting kits and other class supplies needed will be ordered at the lowest price possible.

2.3.6. The annual budget and subsequent quarterly revisions will reflect a need for all instructor fees in support of the instructional program.

2.3.7. All collections made from students are controlled. When a utilization form is used, stamp the form through the cash register and make it part of the daily activity report.

2.3.8. No collections will be made in the classroom by the instructor.

2.3.9. Instructors are paid by check with NAF funds.

Chapter 3

SAFETY, APPEARANCE, AND ENVIRONMENTAL STANDARDS

3.1. Safe Maintenance and Inspection of Equipment:

- All machines will meet Air Force Occupational Safety and Health (AFOSH) standards
- Inspect machines daily for safe operating condition and maintain at the maximum mechanical condition
- Place out-of-order signs on nonoperational equipment, and isolate electrical source
- Dispose of equipment that has deteriorated beyond safe operating limits
- Establish a proper maintenance schedule for all shop equipment
- Inspect hand tools, power tools, and electrical cords and plugs before use for safe condition

3.2. Safe Use of Equipment:

3.2.1. Customers must be qualified to operate machinery prior to use. Customer certification for equipment operation is the responsibility of the shop supervisor who issues individual operator cards (AF Form 1451, **Equipment Qualification Card**), listing all shop equipment authorized.

3.2.2. Customers must demonstrate safe operation of machines before certification is granted.

3.2.3. Where additional protection of the operator is necessary, ensure that the equipment (i.e., goggles at the grinder, face shield at the circular rip saw, lathe, etc.) is present and used by the operator.

3.2.4. Do not rely exclusively on machine guards to assure operator safety. Gloves, proper eye protection, and headgear when necessary, for grinding, buffing, sawing with table saws, lathe work, welding, soldering, etc. In accordance with AFOSH Standards 127-31, *Personal Protection Equipment*, and 161-1, *Respiratory Protection Program*, a respirator is *required* for spray painting and a face shield or eye protectors are required when using an air nozzle of any kind.

3.3. Kilns. Operate kilns by experienced personnel only. Check kilns for safe condition before use. All kilns should be checked by installation environmental for fume/toxic gas output annually.

3.4. Handling Materials:

3.4.1. Instruct personnel and customers in the proper handling and disposal of hazardous materials including ceramic supplies, wood sealers, adhesives, floor and other cleaners, paints, soldering materials, welding gases, fuels, oils, grease, and flammables.

3.4.2. If the project is complex, do not permit bench, table or work area to become cluttered.

- Remove excess trim, scrap, etc., to proper container periodically to prevent excessive accumulation
- Return tools to the crib promptly when not in use
- Clean machines and floor area after use

3.5. Fire Prevention:

- 3.5.1. Ensure approved fire extinguishers are readily accessible in work areas.
- 3.5.2. Personnel must be familiar with each type of fire extinguisher and understand the correct usage of each.
- 3.5.3. Post "No Smoking" signs and enforce the rule, in accordance with installation smoking policy.
- 3.5.4. Perform walk through fire inspections daily at the close of operations and maintain an inspection log as required by installation building custodian guidelines.
- 3.5.5. Store paints, thinners, chloroform, rubber cement, acids, etc., in approved metal cabinets.

3.6. Shop Layout:

- 3.6.1. Cover floors with an anti-skid material at all machinery operational points.
- 3.6.2. Ensure machine tables and mountings are stable and secure.
- 3.6.3. Do not block access to exits.

3.7. Safety Education:

- 3.7.1. Conduct continuous safety education programs for personnel in coordination with the base ground safety officer and the skills development director.
- 3.7.2. All personnel will have hazardous material (HAZMAT) training, regarding proper handling of HAZMAT in the workplace.

3.8. Storage of Materials and Supplies:

- 3.8.1. Lumber:
 - Store in ample, clean, properly ventilated and lighted place especially provided for such material.
- 3.8.2. Paints and Thinners:
 - Keep containers holding paint, varnish, lacquer, removers, thinners, cleaners, alcohols, ethers, chloroform and such material for working with plastics tightly closed when not in actual use.
 - Store in approved metal cabinets and be sure that adequate ventilation is provided in the cabinet design.
 - Do not expose such materials to the direct rays of the sun.
 - Store rags and waste used with paints and thinners in tightly closed metal containers and empty them at the end of the day.
 - Use appropriate personal hygiene to prevent lead poisoning, skin irritations, and other disabling conditions.
- 3.8.3. Storage of tools should provide:
 - A place for each special tool
 - Racks for tools that will prevent them from falling, protect their cutting edges or parts from damage, and make their issue and inventory a simple process

Chapter 4

GENERAL OPERATING PRACTICES

4.1. Tool Room Operation. The tool room is under the supervision of center personnel, who issues all tools using a control system.

- Charge for tools lost or broken through negligence
- Do not charge for normal fair wear and tear

4.2. Shop Operation:

4.2.1. Customers clean their work area at the end of the day. Center personnel will inspect work areas prior to customers leaving. Approval to leave in-progress projects intact must be obtained in advance.

4.2.2. Customers report to the shop supervisor any breakage or malfunction of machinery equipment.

4.2.3. Customers will immediately report injuries of any sort to the shop personnel.

4.2.4. Do not use skills center materials and equipment in the construction, repair, or maintenance of base equipment and furnishings, without appropriate fees.

4.2.5. Establish safe age limits for children under when they use the skills development center, unless they are in an organized class.

4.2.6. Each person using the shop is expected to do his or her own work. Center personnel give advice, consultation, and instruction.

4.3. Hours of Operation. Ensure hours of operation coincide with off-duty hours which best serve the recreational needs of the majority of the base population.

4.4. Shop Supervision:

4.4.1. Identify all assigned or part-time employees with distinctive clothing and name tags.

4.4.2. Use qualified technical personnel to supervise work in all areas of the Skills Development Center.

4.4.3. The center supervisor or designated personnel will be present during all open hours.

4.4.4. The activity manager and center personnel enforces established fire and safety rules.

4.5. Shop Fees and Charges. Post fees and charges for use of equipment, and instruction prominently within the center.

Chapter 5

WOOD AND INDUSTRIAL SKILLS SHOP

5.1. Use of Tools:

5.1.1. Check out tools for shop use only. Special rental equipment may be available at a fee for customers who want to work at home.

5.1.2. The tool issue room is under the direction of center personnel who issue tools using a control system.

Chapter 6

FINE ARTS AND MULTI CRAFTS

6.1. Operating Practices:

- 6.1.1. Empty waste materials into large fireproof trash cans with lids.
- 6.1.2. Use separate receptacles for waste paper, oils, turpentine, clay, plaster, and the like.
- 6.1.3. Each customer will clean and return all shop tools, brushes, and equipment after use.
- 6.1.4. Charge customers for tools and equipment lost or broken through negligence. Normal breakage is allowed.
- 6.1.5. Special interest groups and clubs will make arrangements with the skills director for meetings, demonstrations, classes, etc.
- 6.1.6. Furnish supplies for customers to purchase in accordance with AFI 34-101, *Services Programs and Use Eligibility*, and AFMAN 34-214, *Procedures for NAF Financial Management and Accounting*.
- 6.1.7. Craft tools, books, and equipment are normally checked-out for shop use only.

Chapter 7

OPERATION OF THE AUTO SKILLS CENTER

7.1. Scope of Program:

7.1.1. The Automotive Repair Shop offers for instructional and self-help purposes, major overhaul, minor repairs, and maintenance of privately owned automobiles, motorcycles, motor scooters, marine engines, hulls or other components requiring a large enclosed area where workable space for several large pieces of machinery is needed. Make available normal equipment and tools to complete automotive repair and services.

7.1.2. Automotive Body Shop services include removing dents, straightening parts, sandblasting, sanding, painting, and other preparation for reconditioning a vehicle body. These services require an enclosed area for doing body work, rustproofing, and painting.

7.1.3. Other shop services may require workable space for large pieces of machinery and equipment. Assistance and instruction is provided.

7.2. Operating Practices:

7.2.1. The auto skills center is not to be confused with repair shops operated as revenue producing activities by the Army and Air Force Exchange Service (AAFES).

7.2.2. The center will not be in competition with repair shops in adjacent or nearby communities or AAFES.

7.2.3. Customers will not use the center as a source for producing personal income by doing work for others.

7.2.4. The director will assure that the self-help intent of the center is not violated.

7.2.5. Supervisory personnel are used for advice, consultation, and instruction.

7.2.6. Instruction may be offered in the following areas:

- Basic auto mechanics to teach the customer to accomplish minor repairs, proper use of tools, and preventative maintenance.
- Repairing and removing dents, sandblasting, rustproofing, and spray painting
- Air conditioning
- Wheel alignment
- Painting a car
- Auto body maintenance
- Oxyacetylene welding

7.2.7. Repair time in the shop may be limited due to available space.

7.2.8. Auto center personnel will inspect work areas prior to customers leaving the shop.

7.2.9. Any injuries will be reported to the shop personnel immediately.

7.2.10. Shop customers will sign an AF Form 1047, **Vehicle Storage Request**, for vehicles which stay in the shop for more than one working day. (Contains a release statement which permits direct disposal of abandoned property.)

7.2.11. To control the parking area and appearance of the auto crafts area, no work will be permitted in the immediate vicinity of the center unless that area has been designated as an authorized work area.

7.2.12. Vehicles must display valid state and base tags before being admitted, where applicable.

7.2.13. Post signs in the center giving the time limit on projects. Those remaining in the shop after the time limit, will be disposed of, unless prior arrangements are made with the center supervisor.

7.3. Auto Skills Activities. The following kinds of activities for instructional and self-help purposes, may be included in the center program:

- Head-lamp adjustment
- Brake-shoe adjustment and replacement
- Light, horn, and electrical-system repair
- Tire repair
- Glass replacement
- Body and fender repair
- Motor tune-up, carburetor and timing adjustment
- Major repairs (rods, rings, pistons, bearings, clutch and valves)
- Undercoating
- Rustproofing
- Repair and service of ignition, fuel, lubrication, cooling systems, and turning gear systems

7.4. Shop Supervision: The shop supervisor:

- Enforces all rules and procedures governed by pertinent OIs and instructions
- Establishes controls on all supplies, tools, and equipment
- Maintains a daily, weekly, and monthly inspection checklist for safety, control, and maintenance of all equipment
- Screens excess and salvage materials and equipment located in Defense Redistribution and Marketing Office (DRMO). The supervisor is responsible for maximum use of this supply source

7.5. Use of Major Repair Stalls. Designate a portion of the repair stalls as major repair stalls, and identify these with appropriate signs. Maintain a waiting list to accommodate any excess demand for spaces.

7.6. Use of Minor Repair Stalls:

7.6.1. Assign use of minor repair stalls on a first-come, first-served basis. Work in these stalls is completed in one day. Minor repair stalls are used primarily for tune-ups, installation of minor parts, wheel balance or rotation, battery charging, etc. A minimum of 70 percent of available stalls should be designated as minor repair stalls, and so designated with an appropriate sign.

7.6.2. The fee for a minor repair stall should be nominal with an hourly rate and a maximum daily charge. Cars will be removed prior to closing time.

7.7. Use of Welding Stalls:

7.7.1. Assign use of welding stalls on a first come, first-served basis. Limit the type of work in these stalls to the body and upper portion of the car. Allow no welding or cutting with the torch on or near gas tanks or underneath automobiles. Designate all welding stalls with appropriate signs.

7.7.2. Remove projects prior to closing time.

7.7.3. The Base Fire Department designates areas for welding performed in the Auto Skills Shop.

7.7.4. Prior to any welding being performed in the outside area of the shop, the Base Fire Department must be notified and a permit issued.

7.8. Vehicle Maintenance, Repair, and Refinishing:

7.8.1. Automotive Skills Center offers a wide variety of services for instructional purposes and to support the do-it-yourself customers. They may receive as little or as much instruction and assistance as their experience requires. Basic services include:

7.8.2. Routine Services:

- Engine rebuilding
- Steering cleaning
- Welding (gas and electric)
- Diagnostic analysis and tune-up
- Tire inspection and rotation
- Undercoating
- Rustproofing of all inner body metal surfaces

7.8.3. Special Services:

- General tune-up
- Wheel balancing
- Lubrication
- Armature turning
- Brake drum and rotor turning
- Body and paint work
- Valve grinding and reseating
- Other services in reconditioning vehicle parts

7.9. Machine Shop and Engine Booth:

7.9.1. Use parking storage permits (locally designed and controlled) to register and control storage of vehicles or vehicle parts. A duplicate copy will be prominently posted on the vehicle while parked or stored.

7.9.2. When a storage permit is used for storage of vehicle parts such as engine blocks, transmissions, etc., attach a control numbered tag to the stored part for easy identification.

7.9.3. Shop customers are required to register for use of the shop by completing an auto stall sheet (locally designed and controlled).

7.9.4. All engine parts will be the responsibility of the owner. Engine booths will be cleaned by customers and the booth area checked by staff.

7.9.5. Use of shop equipment is by authorized center personnel and trained customers only. No unauthorized personnel will be permitted in the machine shop while equipment is in operation. Establish a system for checking personnel and customers for safe operation of equipment. Under no conditions will shop equipment be used without a qualified instructor on hand.

7.9.6. Engine booth fees will not be charged while machine shop work is being performed. All engine booths will be secured and available only to shop personnel.

7.9.7. A stall fee or outside parking fee will be charged during the time an engine is under repair.

Chapter 8

OPERATION OF A CAR WASH

8.1. Supervision of Operation:

8.1.1. The auto shop foreman is responsible for monitoring the operation of the car wash and maintaining, servicing, inspecting, and repairing equipment. The shop supervisor conducts the training necessary for employees to maintain and service equipment.

8.1.2. General cleanliness around and in the car wash area and stalls is the responsibility of shop personnel.

8.1.3. Only washing will be permitted in car wash stalls. No chamoising, waxing etc., will be permitted inside car wash stalls or the auto compound due to limited space.

8.1.4. Make refunds to customers at the Sales Store.

8.1.5. Support car wash operations with nonappropriated funds.

Chapter 9

RESPONSIBILITIES

9.1. Skills Development Director:

9.1.1. Selects the types of instructional programs based on needs assessment surveys, the market information contained in Corporate Prism data, and customer interest and response.

9.1.2. Supervises the total program, including activities in all separate facilities such as the auto skills center, wood and industrial arts shop, and any other activity located in another building. The director:

- Teaches or personally directs scheduled courses of instruction in a variety of activities.
- Directs and supervises the work of all assigned or part-time staff.
- Plans, coordinates, and initiates administrative policies.

9.2. Automotive Mechanic-Instructor Foreman:

9.2.1. Coordinates with the Skills Development Director and instructors assigned to ensure proper space, equipment, supporting training aids and controls are provided. Each supervisor is further responsible for assistance in the recruitment of students and qualified instructors.

9.2.2. Manages the automotive repair facility consisting of a garage complex with lubrication and maintenance racks, test equipment, welding area, paint shop, equipment, rust proofing facilities, and machine shop operation.

9.2.3. Plans and programs facility and equipment, requirements, replacements, and facility layout.

9.2.4. Supervises support of the automotive repair facility and program; maintains control for operating within the approved financial plan.

9.2.5. Plans monthly work schedules and sequence of operations for subordinates.

9.2.6. Establishes deadlines and priorities, on the basis of general work schedules, methods and policies established by higher levels of supervision.

9.2.7. Determines how many assignments can be done concurrently or which must be delayed; the number and types of employees needed, considering skills and personnel available to do the work and the availability of materials and equipment required.

9.2.8. Manages and directs the auto instructional and repair program, i.e., recruits qualified instructors to provide individual instruction to participants in automotive repairs; participates in providing journeyman-level skill instruction to instructors and hobbyist on such matters as trouble shooting, automotive diagnostics, methods of repair, safety, and proper use and maintenance of tools and equipment.

9.3. Automotive Mechanic Instructor:

9.3.1. Provides training for the automotive shop personnel and customers.

9.3.2. Provides instructions in all phases of the journeyman level skills to include:

- Automotive tune-up, repair, and overhaul, including the use of tools.

- Hook-up and operation of special testing equipment, i.e., electronic engine analyzers, battery chargers, voltmeters, spark plug cleaner, carburetor cleaners, hydraulic presses, wheel balance, tire aligner, engine hoist, floor and transmission jacks, air conditioners, etc.

9.4. Contract Instructors:

9.4.1. Technical instructors under contract are responsible for issuing classroom materials, and preparing a class supply list and course syllabus. The instructor, along with the Skills Development Director, is responsible for preparing and updating the craft handbook.

9.4.2. Individual service contracts are negotiated separately for each instructor. There are two methods used to negotiate instructor payments either by a percentage of total class fees or by a fixed fee per class session. The negotiated fee depends on education and degree of knowledge or skill required to teach the class. Survey the local community for classes offered and instructors' salaries.

9.4.3. Terms of agreement are spelled out in the contract. As a minimum, terms should include the following:

- Length of class and class times
- Minimum and maximum number of students per class
- Instructors' obligations (furnish supply list, class or patterns)
- Rate of pay
- How many hours of instruction will be paid
- Syllabus, instructions
- Instructors are paid by check, requested on AF Form 2539, **NAF Check Request**, verifying class dates and times
- Class handouts, booklets, brochures, instruction sheets, etc. are prepared for each class. Instructor may supply draft which the skills development staff edits, and sends for reproduction.

9.5. Sales Store Operator:

9.5.1. The Sales Store manager is responsible for purchasing needed supplies to support the program.

9.5.2. Qualified inventory control and cash handling personnel are required to operate the Sales Store on a full or part-time basis.

9.6. Tool and Parts Attendant:

9.6.1. Issues and receives automotive tools and equipment.

9.6.2. Cleans and checks tools and equipment used by customers for damage.

9.6.3. Instructs customers in the use of tools and equipment techniques, when necessary.

9.6.4. Maintains supply accountability on all tools, including marking tools, disposing of useless expendable tools, informing supervisor of condition and stock level of all expendable tools and equipment.

9.7. Woodworker:

9.7.1. Issues and receives tools, equipment, and supplies. Performs maintenance on equipment, advises customers on the use of tools and equipment. Advises customers of projects and provides assistance when required.

9.7.2. Demonstrates use of various equipment and safety rules.

STEVEN B. RICHARDS, Colonel, USAF
Director of Services

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

Section A -- References

AFI 34-101, *Services Programs and Use Eligibility*

AFI 34-111, *Air Force Skills Development Program*

AFI 34-214, *Procedures for NAF Financial Management and Accounting*

AFMAN 34-134, *Air Force Skills Skills Development Program*

AFOSH STANDARD 127-31, *Personal Protection Equipment*

AFOSH STANDARD 161-1, *Respiratory Protection Program*

AF FORM 1047, *Permit to Store Vehicle*

AF FORM 1451, *Equipment Qualification Card*

Section B -- Abbreviations and Acronyms

AAFES—Army & Air Force Exchange Service

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSH—Air Force Occupational Safety and Health

DRMO—Defense Redistribution and Marketing Office

HAZMAT—Hazardous Material

IAW—In Accordance With

NAF—Nonappropriated Fund